

OVERALL GUIDANCE and TIMELINE (Year One)

Please contact Barbara Blum, GWP Project Manager, with any questions you have about the tasks or timeframes listed: Phone (313) 456-4382 or Email: blumb@michigan.gov

| TASK | Due Date |
|--|--|
| Progress Reports: #1: November 1, 2007 – January 30, 2008 #2: February 1 – April 30, 2008 #3: May 1 – June 30, 2008 Progress reports will be emailed to all principals 45 days before they are due. Completed reports need to be submitted to Barbara Blum, GWP Project Manager (contact information noted on report form). Part of the first progress report includes a blank roster for the three required teams (Community Mentor Team, Coordinated School Health Team and Student Action Team). A blank roster (GWP Team Roster) is included in training materials. | February 15, 2008 May 15, 2008 July 30, 2008 |
| Coordinated School Health Team (CSHT) Meeting #1: A fax-back form was provided at the kick-off training. It needs to be completed by selecting two dates that the CSHT is available to meet and faxed to the GWP office (313) 456-4379. A blank roster ("GWP Team Roster") was provided at the kick-off to use as teams are formed; required and recommended members are listed as well as guidelines for team composition. | Fax-back form due 11/30/07 Meeting to be held by 12/18/07 |
| Healthy School Action Tool (HSAT) Assessment: A fax-back form was provided at the kick-off training. Two dates need to be selected that the team is available to complete the HSAT; fax the form to the GWP office (313) 456-4379. An HSAT progress update will be part of every progress report. NOTE: The first CSHT meeting must occur before the HSAT meeting. | Fax-back form due 12/15/07 HSAT to be completed by 1/30/08 |
| Student Data Collection: At the first CSHT meeting, the project coordinator will provide dates that the evaluation team is available to conduct school-wide data collection. Principals can select from the dates provided. Before data can be collected, parents of all students must be informed of the project (project information sheet) and informed consent from parents of students participating on the CSHT and Student Action Teams must be received. | Data Collection will occur throughout January and be completed by 1/30/08. |
| Each school needs to submit a success story/apply for the Surgeon General's Healthy School Environment Recognition Program . Awards are distributed at the Eat Healthy + Play Hard = Smart Students Conference in Traverse City. More info at www.michigan.gov/surgeongeneral . | Deadline to apply: 2/1/08. Applications available 11/19/08. Conference is 4/23/08. |
| Physical Education Teachers at all participating schools will be trained on the Exemplary Physical Education Curriculum (EPEC) by staff of the Governor's Council on Physical Fitness. | Date not selected but it is anticipated training will occur 12/07 or 1/08. |
| Health teachers at all participating schools will be trained on the Michigan Model for Comprehensive School Health modules for: Nutrition, Physical Activity and Tobacco. | Date not selected but training will be one full day in early February. |
| The Youth Summit will be held in SE Michigan to allow members of all three project teams at the 10 award schools to share and learn from each other. | March or April, 2008 |
| Youth Leadership Training will be offered to Student Action Teams. | Dates not yet specified |
| Each school must develop (if one does not already exist) a 24-7 tobacco-free campus policy. Policy must include a plan for implementation/monitoring. | By June 30, 2008 |
| Each school must enroll in USDA's Team Nutrition Program (materials in training packets or go to www.tn.fcs.msue.msu.edu) | By June 30, 2008 |

WHEN ARE FINANCIAL STATUS REPORTS DUE?

Financial status reports (FSRs) are required for GWP awarded schools, to be completed by the districts with an original signature from a business official. These reports should be submitted on the following schedule (*for tracking of expenditures, not as an invoice for payment*):

| Required Report | Due Date |
|--|---|
| FSRs (includes expenditures for the previous reporting period) | Nov. 1, 2007 – Jan. 30, 2008 DUE Feb. 15, 2008 |
| | February 1 – April 30, 2008 DUE May 15, 2008 |
| | May 1 – June 30, 2008 DUE July 30, 2008 |

WHO SHOULD WE SUBMIT REPORTS TO?

All reports listed above should be submitted to:

Barbara Blum, Project Manager
Michigan Department of Community Health
Office of the Surgeon General
Generation with Promise project
Cadillac Place, Suite 3-350
3650 W. Grand Blvd.
Detroit, MI 48202

Revised: 11/07